

Objectives:

- to resolve EEO issues informally at the lowest possible level
- to afford complainant a fair and legal recourse
- to provide neutral representation for management and complainants
- to insure a work environment free from unlawful discrimination
- to meet the requirements of 29 CFR Part 1614

Approval _____ Original signed on file
Associate Director for Business Management

General Information

The following records are generated by this procedure and are maintained in accordance with CID 1440.7:

ADR File:

- Election Form
- Settlement Agreement (if resolved)
- If not resolved:
 - Notice of Final Interview and Right to File Letter
 - NF 1355

Note 1

In addition to complainant, alleged responsible management official, and mediator, participants may include complainant's representative and/or representative from Office of the Chief Counsel.

Note 2

Mediators are selected from a pool of local certified mediators unaffiliated with Langley.



